

~~SECRET~~

(When Filed In)

(b) (1)
(b) (3)
(b) (6)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 0 auto;"></div>
GENERAL				
1. NAME MILLS,		(Last) Montrell	(First) E.	(Middle)
2. DATE OF BIRTH 31 January 24		3. SEX Male	4. GRADE GS-13	5. SD <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 0 auto;"></div>
6. OFFICIAL POSITION TITLE Investigator RA		7. OFF/DIV/BR OF ASSIGNMENT OS		8. CURRENT STATION <div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div>
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): None		
11. DATE REPORT DUE IN O.P. 31 January 63		12. REPORTING PERIOD (From- to-) 1 January 62 - 31 December 62		
PERFORMANCE EVALUATION				
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
SPECIFIC DUTIES				
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>				
SPECIFIC DUTY NO. 1 Plans and arranges assignment instructions to effect investigative coverage of persons and things.				RATING LETTER P
SPECIFIC DUTY NO. 2 Applies <div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 0 auto;"></div> to conduct of investigations and completes investigations consistent therewith.				RATING LETTER P
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.				RATING LETTER P
SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.				RATING LETTER P
SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.				RATING LETTER A/P
SPECIFIC DUTY NO. 6 This job does not require any specific rating.				RATING LETTER <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 0 auto;"></div>
OVERALL PERFORMANCE IN CURRENT POSITION				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				RATING LETTER P
31 JAN 1963				

